



## PASSPORT OFFICE CENTRAL PROCESSING FACILITY

### RENEWAL ADULT PASSPORT OR MINOR UNDER 16 YRS OLD (no expedite service overseas)

**\*application must be signed in front of an agent!**

Office Address:	USAG VICENZA PASSPORT OFFICE BLDG 393, VIALE DELLA PACE, 193 VICENZA ITALY 36100
Email:	<a href="mailto:usarmy.vicenza.imcom.list.cpf@mail.mil">usarmy.vicenza.imcom.list.cpf@mail.mil</a>
Telephone number:	634-7721 / 6998
Office hours	Mon, Tues, Wed & Fri 0900-1130
FORMS ONLINE	<a href="http://www.travel.state.gov">www.travel.state.gov</a>

#### CHECKLIST

<input type="checkbox"/>	<p>Tourist Passport</p> <ul style="list-style-type: none"><li>Adults (16 and older) \$110 money order*</li><li>15 and under** \$105 money order*</li></ul> <p>(one per application)</p> <p><b>*money order</b> only made out to : U.S. CONSULATE</p> <p><b>**Parents and child/children must be present at the time of application. If one parent is unavailable, applying parent must submit a notarized DS 3053 or a Special Power of Attorney and front <u>and</u> back copy of ID card from the absent parent.</b></p>
<input type="checkbox"/>	<p>Fill out form "on-line"</p> <p><u>DS-82</u>: 16 years old or older</p> <p><u>DS-11</u>: 15 years old or younger</p> <ul style="list-style-type: none"><li>HANDWRITTEN FORM WILL NOT BE ACCEPTED</li><li>BARCODE ON THE TOP LEFT CORNER OF PAGE MUST SHOW ON FORMS</li><li><b>Application must be signed in front of Passport Agent</b></li></ul>
<input type="checkbox"/>	<p>Expired or Soon to Expire Passport</p>
<input type="checkbox"/>	<p><b>MINORS: (Bring All)</b></p> <ul style="list-style-type: none"><li>Minors Birth Certificate, Parents' Birth Certificate or Passports, ID Card, Marriage Certificate &amp; Divorce Decree (if applicable)</li></ul>
<input type="checkbox"/>	<p>1 Passport Photo per application</p> <p>(Must be taken within 6 months and size must be in accordance w/the Department of State Photo requirements)</p> <ul style="list-style-type: none"><li>Photo lab located at bldg 93: <a href="http://www.vios.army.mil">www.vios.army.mil</a> (see attached)</li></ul>
<input type="checkbox"/>	<p>ID Card of applicant and sponsor (if applicable)</p>